

# READY REFERENCE GUIDE

## The letter forms

The lower-case alphabet for Starter Level:

a b c d e f g h i j k l m n o p q r s t u v w x y z

The lower-case alphabet for Books 1 to 6:

a b c d e f g h i j k l m n o p q r s t u v w x y z

A letter slant of 8° from the vertical to the right is introduced in Pupil Book 3:

a b c d e f g h i j k l m n o p q r s t u v w x y z

The lower-case print alphabet:

a b c d e f g h i j k l m n o p q r s t u v w x y z

The capital letters and numerals:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

1 2 3 4 5 6 7 8 9 0

These are the same throughout the scheme.

## The letter groups

### Letter families

In year one, *Nelson Handwriting* groups the letters into sets based on handwriting families. These are letters that are formed in similar ways.

#### Set 1

c a o d g q s f e

#### Set 2

i l t u j y

#### Set 3

r n m h k b p

#### Set 4

v w x z

## Joining groups

The joining groups divide the letters according to how they will join to other letters.

### Group 1

a c d e h i k l m n s t u

Thirteen letters with exit flicks plus s.

### Group 2

a c d e g i j m n o p q r s u v w x y

Nineteen letters which start at the top of the x-height.



### Group 3

b f h k l t

Six letters which start at the top of the ascender.

### Group 4

f o r v w

Five letters which finish at the top of the x-height.

### The break letters

b g j p q x y z

Eight letters after which no join is made. Joins are not made to or from the letter z.

## The joins

	Group	→	Group	
The first join	1	→	2	in am
The second join	1	→	3	ab ch
The third join	4	→	2	oa wo
The fourth join	4	→	3	wh ob
The break letters				bigger

## The joined style

The quick brown fox jumps over the lazy dog.

### Letter size

Book	x-height of letter (mm)
Starter Workbook A	10
Starter Workbooks B & C	8
Book 1A and 1B	6
Book 2	5
Book 3	4
Book 4	4
Book 5	3
Book 6	3

Guidelines are provided in the Resources and Assessment Books and printable versions are available online.

- The Resources and Assessment sheets for Starter have tramlines with an x-height of 8mm.
- The Resources and Assessment sheets for Books 1 and 2 have tramlines with an x-height of 6mm.
- The Resources and Assessment sheets for Books 3 and 4 have tramlines with an x-height of 4mm.
- The Resources and Assessment sheets for Books 5 and 6 have plain ruled lines.

